

2021 SALARY RESOLUTION AMENDMENT (SRA) SCHEDULE

Each fiscal year, after the Board adopts the recommended budget the Human Resources Department submits to the Board the Master Salary Resolution (MSR) which enacts the decisions made the Board concerning number of positions allocated for each department. Every month, throughout the fiscal year, HR submits amendments to the MSR (referred to as Salary Resolution Amendment or SRA) which includes salary adjustments, reclassification of positions, introduction of new special compensation or allowances. It also includes departmental changes such as add/deletes, straight adds or straight deletes of **vacant** positions. To be included in the SRA for a particular month, **department finance managers** must complete an SRA Request Form which can be found at <https://hr.smcgov.org/documents/master-salary-resolution> and submit to Lisa Yapching by the “Deadline to Submit” noted below.

Board Meeting Date	Department Deadline to Submit SRA Request Form to HR	Prepare SRA	Notify Union, if Applicable	Send to Actuarial, if Applicable ¹	Submit to Granicus
January 26	December 10, 2020	December 14, 2020	December 14, 2020	December 14, 2020	December 23, 2020
February 23	January 8	January 11	January 14	January 14	January 28
March 23	February 5	February 8	February 11	February 11	February 25
April 20	March 4	March 8	March 11	March 11	March 25
May 18	April 2	April 5	April 8	April 8	April 22
June	<i>NO SRA – Position changes should be through recommended budget.</i>				
July	<i>NO SRA - Introduction of the MSR for FY 2021-2022 which captures all position changes in recommended budget.</i>				
August 3	June 18	June 21	June 24	June 24	July 8
September 28	<i>NO SRA - September Revisions.</i>				
October 19	September 3	September 7	September 9	September 9	September 23
November 9	September 17	September 20	September 23	September 23	October 14
December 14	October 25	October 28	November 3	November 3	November 17

¹ For any changes to employee compensation (i.e., reclassifications, salary adjustments, new allowances)